

PLUMMER-WORLEY JOINT SCHOOL DISTRICT NO. 44

Equal Opportunity Employer

Job Description

Job Title: Community Connection Coordinator

Reports to: Superintendent and Board of Trustees
Compensation: Competitive and Commensurate with Experience and Education
Number of Days: 184
Overtime Status: Exempt
Date Job Revised: July 19, 2010

Position Summary: The Community Connection Coordinator will provide leadership and direction in the formation and implementation of plans for building parent and community engagement; secure community confidence and support for the district and its programs; promote an atmosphere of cooperation between the district and its many publics through a continuous exchange of ideas and information and foster involvement of members of all groups in all programs of the district. Develop real and meaningful person-to-person interactions among school personnel, parents, and other stakeholders.

Staff member will also teach middle school language arts classes on a part-time basis each day.

Essential Qualifications

Education:

- Bachelor's Degree from an accredited institution, with a major or minor in education preferred.
- Satisfactory criminal background check and pre-employment drug screening.

Specialized Knowledge, Licenses, etc:

- Idaho Education Credential. Must meet HQT requirements for middle school English/Language Arts.
- Leadership qualities essential to the successful administration of a comprehensive program of family and community engagement.
- Knowledge of and experience with the local community, cultures, traditions, needs, and desires.
- Knowledge of community outreach and non-traditional grass roots communication.
- Knowledge of strategies used in community organizing.
- Excellent organizational, leadership, public relations, and verbal and written communication skills
- Ability to work collaboratively and interact effectively with diverse groups as well as build strong relationships with students, staff, parents, and community.
- Ability to maintain confidentiality.

Experience:

- Minimum of five years successful classroom teaching experience.
- Experience in working with a variety of agencies and other community resources involved with students and families preferred.
- Experience working with all segments of the educational community and general public.
- Demonstrated knowledge of group dynamics with the ability to use conflict resolution strategies,

Health

- Good physical health. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, specific abilities required include

hearing and speaking to exchange information in person and on the telephone, seeing to read, prepare, and proofread documents, and perform assigned duties; sitting or standing for extended periods of time, dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, and lifting up to 50 pounds. Occasionally the employee may be required to run or respond quickly in the event of emergency and/or provide physical assistance to another person.

Duties and Responsibilities:

- Promote the vision and mission of the district. Assist in implementing the district's goals and strategic commitment. Ensure that school improvement initiatives are consistent with the district vision and mission.
- Design and implement programs that provide leadership and advocacy opportunities for families that promote high academic achievement and school improvement. Design and implement programs that provide learning opportunities for families to develop their leadership and advocacy skills.
- Design and implement programs that help families support learning at home and which provide for broad-based parent and family leadership in schools.
- Develop and implement strategies so that family and community engagement is more likely to reach all communities across race, ethnicity, language, social class, gender and sexuality lines.
- Develop and implement strategies that promote cross-racial cross ethnic alliances and collaboration among families and community groups. Establish and maintain strong collaborative working relationships with community based organizations.
- Design and implement simple program assessments and compile reports to improve the effectiveness of programs.
- Develop and conduct orientations, workshops and training sessions for youth, parents, and district staff on a variety of family and community engagement topics.
- Promote clear two-way communication between families and school programs.
- Promote continuous exchange of ideas and information through an atmosphere of cooperation between the district and community.
- Develop strategies and provide leadership for school improvement and achievement of performance goals.
- Coordinates with CDA Tribal Headstart (ECLC) to facilitate relationships, transitioning activities for students, parenting classes and outreach to the community.
- Coordinates the district website for parent connections, including education of parents on how to utilize and understand the PASS system, parent information, etc.
- Collaborates with CDA Tribal Department of Education on the Community Joint Services Committee, Activities Pipeline for K-12, JOM for 7-12 enhance outreach to families through these programs.
- Coordinates community outreach from the district through parent meetings and student lead conferences; reports to parents regarding standards and expectations; community events and open houses; etc.
- Conducts home visits as appropriate and promotes parent meetings with teachers and administrators.
- Works with the schools in the development of appropriate community/school events.
- Maximize community involvement in solving educational and human relations problems and communicate to the community up-to-date and representative information on cultural issues which affect instruction and student success.
- Participates in a district wide study of the dropout/graduation rates and researches where and what intensive interventions should be provided. Facilitates disaggregation of data for school improvement with the building and district leadership teams. Assist school administrators in using data to judge the impact of dropout prevention programs.
- Facilitates the Be-An-11 School climate program connection to the community.

- Collaborates with community and parent support groups such as the PTO and Boosters to maximize the support for students.
- Develops a school/community team for secondary advisory.
- Collaborates with district staff and community groups to promote cultural responsiveness.
- Assists in the development of data-gathering instruments designed to assess district and community needs and assist in developing channels for swift, effective response to assessed needs.
- Attend all applicable building and district leadership team meetings, all applicable administrative meetings and keep principals continually updated on progress toward district initiatives.
- Coordinate program planning to involve district and school personnel.
- Prepare or oversee the preparation of all required reports and maintain appropriate records.
- Represent schools at district functions as designated by the Superintendent.
- Represent the district in a positive and professional manner, and model and maintain high standards of professional conduct.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Attend required training sessions, conferences and workshops to keep abreast of current practices, and programs in order to disseminate information to staff. Review current developments, literature and technical sources of information as they relate to job responsibilities.
- Develop annual goals and objectives consistent with and in support of district goals and priorities.
- Models non-discriminatory practices in all activities.
- Instrumental in the evolutionary development of the position and develops capacity for sustainability.
- Assists in seeking funding and preparation of proposals for federal, state, and private grants for parent and community projects.
- Adheres to the Code of Ethics of the Idaho Teaching Profession, all policies and procedures of the district, and all state and federal law.
- Follow Federal and State laws, as well as School Board policies.
- Performs other duties within the district as provided by directives and policies from the superintendent.